

TAB

STATINTL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010011-0

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9 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 64-127: dated 21 November 1963

██████████ Diesel Operating Engineer, GS-7
DDS/OC/E/TSB ██████████

A. Summary of Suggestion

1. The suggester proposed a new air-cooled exhaust for the UGP-12 (110 V., 400 cycle) Generator. (Figure #1)

2. The exhaust consists of an air-cooled, finned, copper exhaust pipe 8 inches in length attached directly to the muffler on one end, with rubber hose attached to the other end. (Figures #2 and #3)

B. Summary of Evaluations

1. OC Engineering Staff, on the basis of laboratory tests, found the exhaust system to be useable. It does decrease the noise of the engine and carries off the smoke and exhaust fumes, which makes it feasible to use the UGP-12 indoors.

2. OC-E, in answer to our questions, said they would never use the UGP-12 for sending messages to and from a lone operator--it operates on gasoline and the operator would have difficulty in getting fuel continuously. (Now OC relies mostly on battery operation. They are looking into fuel cells, thermo electric generators, etc. The UGP-12 was the last of the old generators and is used mostly for outside power to stations and for PM work.)

3. OC Operations Support Staff conducted tests and concluded the system has merit. It gives a new operational application when the UGP-12 must be used indoors. However, this situation is rarely encountered.

4. Both OC-E and OC Ops Support Staff rated this contribution Slight/Local on the intangible benefits guide, but at the \$50 level.

C. Recommendations of Executive Secretary

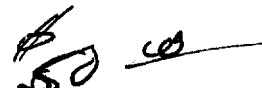
1. Not in line of duty.
2. \$50 award (Slight/Local).

SUGGESTION NO. 64-127 (continued)

D. Decision of the Chairman

25X1A


A/Chairman, Suggestion Awards Committee


Award

8 MAR 65
Date

Not: Attachments are in case file.

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 MAR 1965

SUGGESTION NO. 64-220: dated 7 April 1964

Intelligence Analyst, GS-4

DDI/NPIC/CSD/REF

STATINTL

A. Summary of Suggestion

1. Former Method:

a. Map stocks at NPIC were inventoried by physically checking the stock level of each sheet number within a given map series. If the level was low, the sheet number was recorded on a note pad indicating the number of copies to order, e.g., "Sheet No. NK 48-10, -5 copies, etc."

b. The inventory listing was then checked against a master index which reflected chart availability, obsoletions, maps in production, and in house holdings. This second check was necessary to ensure that not only the maps on file were checked, but also those that may show a ready availability on the index since the last inventory, as well as a catch-all for those map sheets which may be completely out of stock in the file. This finished list was then turned over to the typist for ordering.

2. Suggestion:

That NPIC reproduce or use the master file index from Army Map Service or Air Force catalogues by placing a clear plastic overlay over it. A grease pencil is then used to tick off each sheet number on the index against file holding and stock level. The typist can prepare the order directly from this plastic overlay. (Sample attached)

B. Summary of Evaluations

NPIC has had this system in operation since May 1964 as a result of this suggestion. It has proven to be a much easier and more accurate method of conducting the inventory of certain types of map stock, particularly those published by the Army Map Service. Its application is somewhat limited to this collection and, therefore, not universal to all types of maps and their peculiar indexes.

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$15 award (Slight/Limited).

ADMINISTRATIVE
INTERNAL USE ONLY

SUGGESTION NO. 64-220 (continued)

D. Decision of the Chairman



STATINTL

A/Chairman, Suggestion Awards Committee

\$15
Award

8 MAR 65
Date

Note: Attachment is in case file -

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ADMINISTRATIVE
INTERNAL USE ONLY

12 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 64-230: dated 30 April 1964
(Revised) [REDACTED] Intelligence Officer,
Photo Analyst, GS-12
DDI/NPIC/PID/MEB

A. Summary of Suggestion

1. Subject:

This codeword suggestion is for a form which facilitates requisitions for photographic reproductions.

2. Suggestion:

The proposed form was tested for a period to determine if it would, in fact, provide the photo interpreter with an easier way to request photographic laboratory support. A second form was developed as a result of this test, and it was determined to be a worthwhile improvement.

B. Summary of Evaluation

The NPIC Suggestion Awards Panel considers this improvement to be a minor modification affecting all components in NPIC.

C. Recommendations of Executive Secretary

1. Not in line of duty.

2. \$35.00 award based on intangible benefits (Slight/Local).

D. Decision of the Chairman

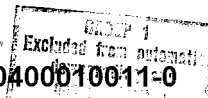
25X1A

[REDACTED]
A/Chairman, Suggestion Awards Committee

8
35
Award

Date

12 MAR 65



REF ID: A66547
INTERNAL USE ONLY

9 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-44: dated 11 August 1964
[REDACTED] U.S.S.P., GS-4
GSA Guard Office

STATINTL

A. Summary of Suggestion

1. Former Method:

Couriers transporting bulky mail to the DDI "All Source Center" to and from the unloading dock on the ground floor had two cumbersome choices: either (a) unload the mail from the trucks at the entrance of the turnstile at "D" elevator core, ground floor, and lift both the mail and trucks over the turnstile; then reload the mail on the truck before entering the elevator to the 7th floor inside the "All Source Center," or (b) proceed to the end of Corridor "D" from the unloading dock on the ground floor, take the slow traveling freight elevator to the 7th floor, then walk back down Corridor "D" to the turnstile. One courier would ask permission of the guard to open the double doors leading to the "All Source Center;" the other man would wheel the material through the open doors while the first courier would close the double doors.

2. Suggestion:

Installation of a gate on the left side of the turnstile rail next to the wall so that the couriers could enter and leave the turnstile area with ease.

B. Summary of Evaluations

1. Office of Security had no objections. A traffic check indicated the turnstile had been used from 12/20 times daily for mail deliveries.

2. Office of Logistics had chains installed (not a door) on each side of the turnstile which are unhooked and lowered to the floor allowing the couriers to pass through with the mail carts.

3. [REDACTED] Chief/Security Staff/"All Source Center," said that this simple suggestion caused a significant improvement in courier operations in the Center.

4. Chief, "All Source Registry" said his fourteen couriers make from six to ten trips seven days a week that involve handling of bulky material through the turnstile. The chain installation saves from 5/10 minutes per trip. He also said that the freight elevator was very slow.

STATINTL

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SUGGESTION NO. 65-44 - SUMMARY OF EVALUATIONS (continued)

We calculate 45 minutes to an hour a day in savings (200 hours annually) at \$3.00 an hour (courier rate) saving some \$600 annually. Intangible benefits also accrue from faster deliveries on the special runs.

C. Recommendations of Executive Secretary

1. Not in line of duty.

2. \$50 award calculated as follows: \$30 for tangible savings (5% of \$600) and \$20 for intangible benefits (Slight/Limited).

D. Decision of the Chairman

STATINTL


A/Chairman, Suggestion Awards Committee

\$50.00
Award

9 MAR 65
Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-59: dated 19 August 1964
[REDACTED], Maintenance Mechanic
WB-11 (GS-8 Equivalent)
DDS/OL

STATINTL

A. Summary of Suggestion

1. Former Method:

a. Telephone cable support brackets in the tunnel area housing the large conveyor system in Headquarters Building were installed at shoulder and eye level height (see Attachment 1).

b. The low racks constituted a safety hazard to Carrier Maintenance personnel making repairs to the conveyor system. Three accidents were experienced and required treatment at the dispensary.

2. Adopted Method:

Cable support brackets were raised to six and seven feet for adequate clearance (see Attachment 2). The job took about 15 hours of spare time. This improves safety conditions while Carrier Maintenance personnel repair the conveyor system or make required periodic patrols of the tunnel area.

B. Summary of Evaluation

OL said this improvement has eliminated a rather serious safety hazard. The extent of application applies to a limited degree--to 16 Carrier Maintenance personnel. It will save medical expenses and lost time.

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$25 award (Slight/Limited).

STATINTL

D. Decision of the Chairman

[REDACTED]
A/Chairman, Suggestion Awards Committee

\$25.00
Award

8 MAR 65
Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 MAR 1965

SUGGESTION NO. 65-105: dated 3 November 1964

STATINTL

[REDACTED] Courier, GS-5
[REDACTED] Courier, GS-4
DDS/OL/LSD/M&CB

A. Summary of Suggestion

1. Suggesters proposed that a Safety Award Program be initiated for the couriers assigned to the Mail and Courier Branch. The Program would be aimed to reduce the number of accidents involving Mail and Courier Branch vehicles and to stimulate a desire for a perfect driving record.

2. The suggesters said that Mail and Courier Branch has 44 couriers delivering classified and related material within Headquarters and to some 150 Government buildings within a 40-mile radius of the Washington, D. C. area. About one-half million miles are logged yearly.

B. Summary of Evaluations

1. OL said that the Transportation Division established a Safe Driver Award Program in August 1962 under the National Safety Council rules to provide drivers with incentive and recognition in their specific career field. The eligibility of Mail and Courier Branch employees was considered when the program was approved; two employees (truck drivers) were enrolled as members. These two employees were subsequently transferred to another component of the Agency.

2. As a result of this suggestion, however, Logistics Services Division has reviewed the 44 courier positions and determined that 32 are actually driver-courier jobs that should qualify for participation in the Safe Driver Award Program. They rate benefits to be derived from this proposal as Slight/Local.

C. Recommendations of Executive Secretary

1. Not in line of duty.

2. \$40 award (Slight/Local) to be divided equally between the two suggesters.

D. Decision of the Chairman

[REDACTED]
A/Chairman, Suggestion Awards Committee

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Award

STATINTL

8 MAR 65
Date

ADMINISTRATIVE
INTERNAL USE ONLY

9 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 65-121: dated 10 November 1964

DDP, [REDACTED] Deputy Chief, [REDACTED] GS-13

25X1A

25X1A

A. Summary of Suggestion

1. Former Method:

a. Intellofax tapes were delivered to Agency requesters without identifying information except Intellofax numbers. It was not possible to pick up a tape packet and determine when and why it was produced, who levied the request, range of subjects or geographic areas covered, and other essentials that would increase the utility of the tape packet.

b. Therefore, the possible adequacy of a tape a few months old in meeting a related reference or document ordering need today was overlooked or ignored. Tapes were not used to the maximum and new runs may have been requested unnecessarily.

2. Suggestion:

That the cover or first two pages of the Intellofax tape packet be redesigned to accommodate information identifying the contents; and that such information be filled in by the Library prior to delivering each packet to the requester. (Sample of proposed cover format - Attachment 1.)

B. Summary of Evaluation

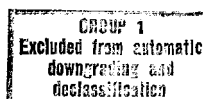
CIA Librarian said that:

1. This is a good suggestion that will effect a minor but sound improvement in the quality of Intellofax service. They produce about 2,700 Intellofax tapes annually and began using the suggester's cover format in January 1965.

2. Additional cost to the Library is insignificant. No additional hours will be required in Machine Division. Man-power savings in analyst time throughout the Agency would be difficult to determine.

3. This improvement is rated as Slight/Limited according to the intangible benefits guide.

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SUGGESTION NO. 65-121 (continued)

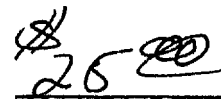
C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$25 award (Slight/Local).

D. Decision of the Chairman

25X1A


A/Chairman, Suggestion Awards Committee


Award


Date

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OCR INTELLOFAX NO.: _____

SUBJECT: _____ DATE PRODUCED: _____ REQUESTOR(Name and Comp.): _____

THE FOLLOWING RETRIEVAL CRITERIA WERE SPECIFIED FOR THIS RUN:

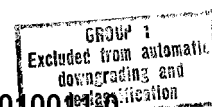
1. ISC SUBJECTS: _____
2. GEOGRAPHIC AREAS: _____
3. SOURCE RANGE: _____
4. TIME RANGE: _____
5. CLASSIFICATIONS: _____

WERE NOT
CARDS WERE PRE-SELECTED PRIOR TO PRINTING THIS TAPE

FOR FURTHER INFORMATION REFER TO: _____

REMARKS: (e.g., number of copies of tape; collateral or related runs)

CONFIDENTIAL



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 MAR 1965

SUGGESTION NO. 65-123: dated 20 November 1964

Chief, Admissions and
Information Branch, GS-13
DDS/OTR/RS/AIB

25X1A

A. Summary of Suggestion

1. Former Method:

Notes taken in OTR's courses and programs were recorded in commercially purchased stenographer's notebook.

2. Suggestion:

The suggester designed a notebook (sample attached) for general use in OTR internal instructional programs. She proposed that OL/PSD produce the notebook in an 8 x 10 $\frac{1}{2}$ size, 20-24 pages, in quantities with lined and unlined pages.

3. Advantages:

Will be easily recognized during a security check. Pages in the notebook will be secured to a cover by saddle-stitch and are more secure than notebooks issued to students in the past.

B. Summary of Evaluations

1. Office of Logistics had no objections to adoption of the notebooks but did not agree to issue them as a stock item. OL/PSD estimated cost of printing 1,000 booklets at \$120.

2. OTR adopted the suggestion in February 1965 and received an initial supply of 1,500 booklets which are being used in the Washington area and at the [REDACTED] They rated this Slight/Local.

25X1A

C. Recommendations of Executive Secretary

1. Not in line of duty.

2. \$25 award (Slight/Local).

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Award

25X1A

Date

8 MAR 65

~~SECRET~~
WHEN FILLED IN

CLASS NOTES

COURSE OR PROGRAM

DATES

NAME

~~SECRET~~

Lined pgs. Spacing 3/8"
Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010011-0

9 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-124: dated 19 November 1964
STATE, Department of, Sugg. No. C-A-77

A. Summary of Suggestion

1. The book number and the names of the countries presently appear on the front cover of the CIA Biographic Handbooks; the spine has only the name of the countries on it.
2. In drawers, shelves, and other filing systems, time is consumed by the pulling out or lifting up of handbooks to locate a particular publication by number. Suggester advocated that the Biographic Handbook number be printed on the back binding as well.

B. Summary of Evaluations

Chief, Biographic Register, OCR said that:

1. Although this proposal was not presently being adopted, it has some slight merit and will be taken into consideration when new covers for the Biographic Handbooks are ordered.
2. The names of the countries do appear on the spine as well as on the front cover. BH 1, for example, is entitled ALBANIA, BULGARIA, HUNGARY, RUMANIA, and this title appears in both positions.
3. Most Handbook users consult the volumes bearing the country's name--the number means nothing to them.
4. However, libraries and records centers may be called upon to produce copies by number without reference to the title. Despite the fact that they have master lists of each Handbook and the countries, the addition of the number to the spine of the Handbook may facilitate search time.

C. Recommendations of Executive Secretary

1. Not in line of duty.

2. \$15 award.

NB: We will ask State
Department to pay it.

D. Decision of the Chairman


A/Chairman, Suggestion Awards Committee

\$15
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Award

STATINTL

9 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-132: dated 24 November 1964

██████████ Communications Technician
Cryptographer, GS-7
DDS/OC/SC

25X1A

A. Summary of Suggestion

The suggester proposed that the Signal Center combine AXANET and OFF-LINE traffic into a one-step operation as follows: (1) Add another circuit to Primary from the crypto position to assure transmission of both AXANET and OFF-LINE messages. (2) Have one operator handle both transmissions in a one-step operation; attach both transmission copies upon completion to the work copy for the supervisor to ensure that accurate procedures were followed.

B. Summary of Evaluations

Chief, Signal Center said that:

(1) It is necessary to transmit an outgoing message in tape form in certain instances to two different sections of the Signal Center for processing. This was previously done on two different machines at different times.

(2) The adopted method--simultaneous transmission of the tape to both sections--saves the operator time formerly used for the second transmission, about 22 1/2 hours annually, or \$670 based upon 1964 traffic figures. However, cable traffic has been increasing yearly by about 15%.

(3) There are intangible benefits also--these dual-addressed messages are now processed sooner.

C. Recommendations of Executive Secretary

1. Not in line of duty.

2. \$50 award calculated as follows: \$35 for tangible savings (5% of \$700) and \$15 (Slight/Limited).

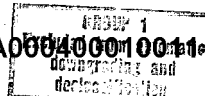
D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

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Award

5 MAR 65
Date



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 MAR 1965

SUGGESTION NO. 65-136: dated 8 December 1964

Courier Supervisor, GS-7

DDS/OL/LSD/M&CB

STATINTL

A. Summary of Suggestion

1. Present Method:

New couriers are hired if they hold a State driver's permit. Some are required to drive panel trucks and vans up to and including one-ton vehicles. They are driven around the block and issued an Agency driver's permit without sufficient instructions or training.

2. Suggestion:

That a Driver Training Program be initiated in the Agency for those employees required to drive vehicles other than sedans, with emphasis on one-ton vans.

B. Summary of Evaluations

1. OL said this has particular application to the Mail and Courier Branch. A comprehensive training program did not appear warranted; however, instruction and constructive testing with panel trucks and vans up to and including one-ton vehicles was deemed desirable.

2. OTR made arrangements with the U. S. Post Office Department to take a total of 15 Agency employees, without cost, in their driver training program. Courier personnel required to drive trucks will attend.

3. This was rated Slight/Local by OL. They believe the training will eliminate the possibility of personal injury and reduce vehicle damage. (Chief, Mail and Courier Service said we had two accidents recently at the State Department building due to errors in judging clearances.)

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$25 award (Slight/Local).

*Note: To be considered
I must major
awards meeting.*

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Award

Date

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9 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-150: dated 10 December 1964

STATINTL

[REDACTED] Physical Scientist, GS-13
DDS&T/OSI/IPS

A. Summary of Suggestion

1. Safety Hazard:

The traffic guard at the crosswalk on West Road to West Parking was discontinued, causing a safety hazard at the crossing. Furthermore, at the time of this suggestion the overhead lights had not been working at the crosswalk for over a week, and it was difficult to see pedestrians after dark.

2. Suggestion:

That a blinking stoplight be installed at the crosswalk and timed to be on during the morning and evening hours; that the street lights be repaired and the crosswalk better illuminated during the evening hours.

B. Summary of Evaluations

1. OL contacted OS Building Security and found that action was taken as a direct result of this suggestion: a guard is now assigned to this crossing from 0800 to 0900. Arrangements were made by Office of Security to furnish a guard between 1645 and 1745 hours.

2. The Safety Officer, OS said that for safety purposes the guard is preferred over the traffic light for this crosswalk.

3. The street lights have been repaired by the PBS forces; a periodic check will be made to assure that they remain in operating condition.

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$25 award (Slight/Limited).

D. Decision of the Chairman

STATINTL

[REDACTED]
A/Chairman, Suggestion Awards Committee

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9 MAR 65
Award

ADMINISTRATIVE

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 MAR 1965

SUGGESTION NO. 65-155: dated 16 December 1964

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[REDACTED] General Mechanic Lead,
11-L (GS-10 Equivalent)
DDS/OL/LSD/M&CB/[REDACTED]

A. Summary of Suggestion

1. Former Method:

a. Mechanics of the [REDACTED] removed the metal plates covering the screens at the exhausters to check the screens for foreign material such as documents accidentally lost in the system or broken parts from carriers, etc. During normal operations, it was necessary to suspend service from as many as seven tube stations for approximately ten minutes. STATINTL

b. Screens were scheduled for a routine inspection every four weeks. This inspection was performed after hours on an overtime basis. (There are fifty-eight screen boxes in the three pneumatic tube systems.)

2. Suggestion:

That metal plates be replaced with plexiglass windows.

B. Summary of Evaluation

This suggestion has been adopted. Plastic salvaged from broken conveyor draft doors was used. The mechanics can now examine the screens during operation without interruption to service. It obviates the requirement for inspection on an overtime basis, which results in an annual savings of about \$300 annually.

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$15 award based upon 5% of tangible annual savings of \$300.
\$35 " " intangible benefits (Administrative)
3. Referral to other Government agencies having pneumatic tube systems.

ILLEGIB

D. Decision of the Chairman

151
A/Chairman, Suggestion Awards Committee

\$50.00
Award

9 March 1965
Date

Note: [REDACTED]

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9 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-156: dated 16 December 1964

General Mechanic Lead,
11-L (GS-10 Equivalent)
DDS/OL/LSD/M&CB/

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A. Summary of Suggestion

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When our [REDACTED] took over maintenance of the pneumatic tube system, there was no Trouble Ticket Form for the use of mechanics. The suggester drafted a rough form which was used for about six months, then submitted the form for formal approval. It has been assigned Form No. 2049. (See attachment)

B. Summary of Evaluation

Office of Logistics said this form has been in use since July 1963. It assists in keeping accurate records of trouble calls.

C. Recommendations of Executive Secretary

STATINTL

1. Not in line of duty.
2. \$15 award (Slight/Local).

D. Decision of the Chairman

[REDACTED]
A/Chairman, Suggestion Awards Committee

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Award

Date

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Attachment is in the file.

ADMINISTRATIVE
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MECHANIC'S TROUBLE TICKET			DATE	
STATION NO.		CODE	ROOM NO.	
REPORTED BY		EXTENSION	TIME	DATE
CAUSE OF TROUBLE				
No light		Receiving wrong carriers		
No vacuum		Carriers will not fall into station		
Door locked		Other (explain)		
Carrier damaged				
CORRECTIVE ACTION TAKEN				
CLEARED BY		DATE CLEARED	TIME	

FORM
7-63 2049

(14-25-36)

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9 MAR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-160: dated 24 December 1964

General Mechanic Lead,
IL-L (CS-10 Equivalent)
DDS/OL/LSD/M&CB/

A. Summary of Suggestion

1. Former Method:

When removing defective brushes and installing new ones in the brush block attached to the carrier assembly at the monitor stations of the pneumatic tube system, the mechanic had to enter the front end of the assembly to gain access to the brushes. This proved awkward because the mechanic had to feel his way through the assembly.

2. Suggestion:

That a slot 1/2" x 5" be cut in the top front section of the carriage cover weldment. This gives the mechanic a better view for inspecting the brushes and enables him to see what he is doing when removing defective brushes and installing new ones.

B. Summary of Evaluations

1. OL said the 27 carrier assemblies have been modified as a direct result of this suggestion. It is a convenience to the mechanic and saves time. It formerly required eight hours overtime each week to provide for the replacement of brushes in the brush blocks. This modification has reduced overtime to six hours weekly--an annual savings of about \$500.

2. OL rated this Slight but said it might be considered General in extent of application to other agencies with similar equipment.

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$25 award based upon 5% of annual tangible savings of \$500.
3. Referral to other Government agencies.

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Award

Date

ADMINISTRATIVE
INTERNAL USE ONLY

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 MAR 1965

SUGGESTION NO. 65-168: dated 15 December 1964

██████████ Intelligence Analyst, GS-7
DDP/RID/██████████

25X1A

25X1A

A. Summary of Suggestion

1. Former Method:

An "Index" stamp, superscripted by an H (Headquarters, F (Field), or X (Headquarters and Field), was put on the first page of all indexed pouch traffic processed by RID/██████████

25X1A

2. Suggestion:

The suggester proposed that use of the stamp be eliminated as a time-saving device for the analysts in RID/██████████. He said that RID Files personnel paid no attention to the stamp. RID/██████████ personnel check a block on the cover sheet showing that indexing has been done. The type of indexing (H, F, or X) is indicated on the blue code sheets (Form 1774a) for the benefit of RID/██████████ and RID/██████████ - the two units for which this information is useful.

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B. Summary of Evaluations

1. RID said the "Index" stamp was originally used to assist file personnel to quickly separate indexed documents from those not indexed for records management purposes. The procedure is still necessary for documents that are being reprocessed. However, the same objective can be achieved without use of the "Index" stamp, so RID adopted the suggestion.

2. RID rated the suggestion Slight/Limited and tangible first year savings at about \$160. This is based on the number of documents requiring stamping (about 1,350 weekly, the stamping standard of 1,400 items per hour by GS-7 analyst personnel).

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$15 award (Slight/Limited).

D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 MAR 1965

SUGGESTION NO. 65-230: dated 17 January 1963
[REDACTED] (Clerk-Typist, GS-4
DDS/OL/PSD (Now DDI/ONE)

STATINTL

A. Summary of Suggestion

The suggester proposed use of a standard transmittal form showing name, address, and tube station of the sender and addressee when sending material through the Pneumatic Tube System. She attached samples of varied forms, sheets, and even opaque envelopes that had been used to transmit correspondence through the carriers.

B. Summary of Evaluation

OL (in January 1964) said that the system already provides that carriers terminating in a reject station are automatically redialed for delivery or for return to the sending station whose identity is stamped into the carrier head. Incorrect receiving stations should reset dialing for the carrier either for the sending station or reject station. OL considered the form unnecessary and commented that it would do little to expedite delivery of improperly directed carriers. Therefore, case was closed by letter to the suggester on 6 February 1964.

C. Summary of Related Suggestion

STATINTL

1. A later suggestion, No. 64-66, from [REDACTED] dated 30 August 1963, devised a form and wrapper for Agency-wide use in the Pneumatic Tube System. The suggester had obtained Office of Security approval to use his form for Cable Secretary deliveries through the Pneumatic Tube System, to include RYBAT and KAPOK cables as well.

2. OL recommended referral to the DDP and Cable Secretary--the principal users of the Pneumatic Tube System. As a result, Form 2240, May 1964, was approved. The suggester was voted an award of \$75 by the Suggestion Awards Committee.

D. Recommendations of Executive Secretary

1. [REDACTED] suggestion preceded the [REDACTED] proposal. A minimal award is recommended because her idea was adopted. It was not as significant as [REDACTED] because she did not design a form and place it in local use.

2. Not in line of duty.

3. \$25 award (Slight/Local).

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SUGGESTION NO. 65-230 (continued)

E. Decision of the Chairman

STATINTL


A/Chairman, Suggestion Awards Committee


Award


Date

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